

Planning Department and Zoning

Department Overview

The County Planning Department is responsible for long range planning, zoning administration and enforcement, along with subdivision, and floodplain administration. The Manager and staff report to the County Commission, but also provide support and reports to the Zoning Commission and the County Planning Board.

Long-range planning functions involve the update of the Gallatin County Growth Policy and the various neighborhood plans for specific geographic areas within the county. The long range planning function includes work on countywide trails, parks, open space, and transportation planning.

Subdivision Regulations are applicable to all unincorporated areas of the county. Staff provides support to the County Planning Board and County Commission on proposed subdivisions to ensure compliance with state laws, local regulations and adopted county plans.

Administration of the Gallatin County Floodplain Regulations is a responsibility of Planning. Those areas along streams and rivers that have official floodplain mapping are required to receive permit approval for any development projects within the floodplain.

County Wide Planning is the fund created to track expenses of the County Planning Board. The Board is an 11-member citizen committee required by state law to review compliance with county subdivision regulations and adherence to the master plan and is an extension of the County Planning Department. The County levies a two mill, plus floating millage, to support the planning function. The Board supports the duties of the County Planning Department support through a transfer of \$70,000 in FY 05 to the County General Fund. In addition, the Board has set aside \$63,000 budgeted for contracted services for special projects identified by the board during their budget work sessions. The fund also pays for normal board expenses including overtime expenses for board meetings and the preparation of minutes.

Department Goals

- Dedicated to providing educated, up-to-date, professional, courteous, accurate and efficient service to the citizens of Gallatin County.
- Community Planning needs are efficient, effective and response to community's needs.
- Assist County Commission in formulating and complying with long-term land use policy.
- Retention of 'experienced professional planning staff'.
- Support staff with training and encourage intra-office training and information sharing.
- Continue to offer a high level of public service, nine hours a day/five days a week.

Recent Accomplishments

- Implemented annual flow charts tracking workload.
- Reduced staff and customer frustration levels through use of standardized reports, processes and information.
- Adjusted fee schedule to be commensurate with work required on applications and tasks.
- Utilization of customer feedback process.
- Increased outreach events throughout county, including work on long-range planning efforts.
- Complete a comprehensive update to the Gallatin County Subdivision Regulations.

GENERAL GOVERNMENT

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Department Budget

Object of Expenditure	Actual FY 2004	Budget FY 2005	Actual FY 2005	Request FY 2006	Preliminary FY 2006	Final FY 2006
Personnel	\$ 379,453	\$ 444,472	\$ 451,832	\$ 491,149	\$ 454,920	\$ 479,923
Operations	141,397	165,596	111,700	189,013	201,043	211,573
Debt Service	-	-	-	-	-	-
Capital Outlay	2,495	21,320	12,508	14,802	7,500	7,500
Transfers Out	72,930	75,000	85,927	82,160	82,160	82,160
Total	\$ 596,275	\$ 706,388	\$ 661,967	\$ 777,124	\$ 745,623	\$ 781,156

Budget by Fund Group

General Fund	\$ 468,875	\$ 542,638	\$ 508,067	\$ 617,291	\$ 556,260	\$ 594,263
Special Revenue Funds	127,400	163,750	153,900	159,833	189,363	186,893
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 596,275	\$ 706,388	\$ 661,967	\$ 777,124	\$ 745,623	\$ 781,156

Funding Sources

Tax Revenues	\$ 116,860	\$ 138,440	\$ 26,265	\$ 124,628	\$ 119,576	\$ 153,093
Non-Tax Revenues	452,640	536,228	675,047	564,549	541,665	592,985
Cash Reappropriated	26,776	31,721	(39,345)	87,947	84,382	35,078
Total	\$ 596,275	\$ 706,388	\$ 661,967	\$ 777,124	\$ 745,623	\$ 781,156

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Planning Director	1.00
1	Full-Time	Planner III	1.00
1	Full-Time	Planner II	1.00
5	Full-Time	Planner I	5.00
1	Full-Time	Planning Technician	1.00
Total Program FTE			9.00

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2006 Budget Highlights

Personnel

- Personnel cost increased associated with upgrades for increase in staff experience and a need to maintain competitive with public and private sector employers.

Operations

- Operational cost increases are from one-time contracts associated with the County Planning Board.

Capital

- Computers \$7,500

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which Planning Department is striving to fulfill those goals.

Exceptional Customer Service

- Process applications in a timely manner.
- Provide accurate information about zoning, comprehensive and neighborhood plans, subdivision review, floodplain management.
- Provide information about regulatory requirements, standards, review and approval processes.
- Consult with potential applicants regarding the review and permitting process.

Be Model for Excellence in Government

- Make Planning Department fee schedule commensurate with labor and materials cost.
- Proactively respond to community's planning needs.
- Ensure compliance with state and local planning regulations.

Improve Communications

- Maintain quality communication with customers.
- Participate in open, honest communication.
- Provide exceptional, professional, and up-to-date planning services in a convenient manner to the public.

To be the Employer of Choice

- Create and maintain a thriving, supportive work environment.
- Support state-of-the-art staff, equipment, techniques, and work environment.
- Provide competitive salaries, opportunities for advancement, training opportunities.

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WORKLOAD INDICATORS/PERFORMANCE MEASURERS

Workload Indicators

Indicator	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 . Zoning Applications Processed	372	486	543	
2 . Subdivision Applications Processed			104	
3 . Concept Reviews	145	146	173	
4 . Number of Satellite Office visits	New in FY 06			
5 . Final Plats	27	18	23	
6 . Other Activity	124	139	150	

Performance Measures

Measure	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 . Reduce 5% error rate				
2 . Reduction in legal challenges				
3 . Fee schedule adjustment				
4 . Impact fee policy adjustment				

Commentary

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